



**CITY OF HAWTHORNE  
POLICE DEPARTMENT  
PROPERTY AND EVIDENCE OFFICER**

Classification Specification  
(Classified)

**JOB SUMMARY**

The Property and Evidence Officer works under general supervision, receives, collects, stores, transports, releases, controls and maintains accurate inventory of all incoming and outgoing property and evidence; and performs other related duties as assigned.

**SUPERVISION RECEIVED**

The Property and Evidence Officer receives general supervision from the sworn Jail Supervisor, usually a Department Sergeant or Lieutenant. In the absence of the sworn Jail Supervisor, the Property and Evidence Officer reports to the on duty Watch Commander.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to Property and Evidence Officer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Receives, collects, logs and maintains custody of evidence and other property in accordance with legal requirements and departmental procedures.
- Assists officers with the proper identification and booking of serialized and non-serialized property and evidence; enters detailed property descriptions and all transactions related to the disposition of property and evidence into the automated property software system.
- Catalogs and prepares records for all items auctioned, destroyed, and donated; lists and disposes of property in accordance with legal statutes and bureau regulations; and reviews and updates property and evidence forms and inventories.
- Handles and stores firearms and weapons; checks weapons and ensures their safety before storing them in the property room; properly packages firearms and other weapons to maintain safety as directed by Peace Officer Standards and Training (POST) for handling and storage of property and evidence.
- Maintains control of the pharmaceutical drop box for proper retrieval and disposal of deposited medications and other narcotics, such as related to evidence; lists and disposes of property in accordance with legal statutes and bureau regulations
- Prepares and transports items for crime lab analysis as assigned and retrieves items from lab that must be returned to agency for proper handling, storage and disposal.
- Interprets and applies established policies and procedures where clear and ample precedents have been established.
- Orders and maintains supplies used in the property room; accurately and properly packs and labels evidence items such as blood vials, urine, rape kits, clothing, money, jewelry, narcotics etc. according to packaging and storage instructions.
- Responds to questions and requests from departmental personnel and the public regarding the status of property in custody and attends training through the Southern Chapter of the California Association of Property and Evidence (CAPE).
- Uses safety precautions and follows procedures to properly handle items such as firearms, chemical samples, blood, drugs, syringes and other material to prevent injury, avoid

- contamination and assure chain of custody.
- Support assigned management staff with department projects and complex professional administrative related duties.
- Coordinates and confers with Police Department personnel and other agency personnel on the release of items for court, attorney or investigator viewing, outside testing or release to owner.
- May be required to work various shifts (day, night, or graveyard), including weekends and/or holidays.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from high school or G.E.D.; AND
- Two (2) years of recent, paid work experience involving public contact, data entry, storage management or related field is required.
- Experience working for a police department is desirable.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- Must successfully complete a background investigation and/or polygraph examination.

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Thorough knowledge of recordkeeping and related documentation systems. General knowledge of receiving, processing, storing, releasing and disposing of all found, recovered, and confiscated property and evidence while maintaining an unbroken chain of evidence. Maintains and inventories items to ensure proper storage.
- Knowledge of Federal, State, and local laws and regulations governing the maintenance and security of police records and property management practices; records retention.
- Knowledge of records retention, archival, purging, and destruction practices in accordance with criminal justice standards.
- Knowledge of police property and evidence retention practices and standards.
- Knowledge of general office practices, procedures, computers and other commonly used office equipment
- Familiar with Microsoft Office Suite such as Word, Excel, PowerPoint and Outlook.
- Ability to interpret complex rules and procedures involved in property and evidence maintenance.
- Ability to remain organized and work well under extreme pressure; operate computer hardware and modern office equipment.
- Ability to use word processing, spreadsheet, and records management software program.
- Ability to communicate effectively with others, both orally and in writing.

### **PHYSICAL DEMANDS**

While performing the duties of this class, the employee is frequently required to sit and occasionally stand and walk. The employee must be able to use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must frequently lift and carry up to 40 pounds, and occasionally lift up to 100 pounds without assistance. Sensory demands include the ability to see, talk, and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORKING CONDITIONS**

The employee constantly works in an office environment with controlled temperature settings. In extraordinary circumstances with supervisory approval, the employee might be called upon to assist in the collection of property / evidence, or disposition / destruction of property / evidence in the field. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

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